

Carnegie Public Library

Monthly Report – November

Improvement Plan Projects:

Create Customer Service seminars for staff	Database clean-up
Continue cross-training staff	Increase efficiency
Employee development	Patron Code of Conduct
Policy/Procedure Manual	Fill vacant positions
Lost Book/Collections list	Promote library services
Develop Patron Programming (Adult/Children)	

Monthly Stats

Walk-ins	1934
Computer usage	638

Tasks Completed

- Re-write Job Descriptions
- Implement spreadsheet to track purchases
- Collaborating with NM State Library on 2010 Summer Reading program, attended seminar in Santa Fe with Children's Librarian
- Continue training new Children's Librarian
- Created comment box for requesting materials
- Completed lost book/collection list
- Had front steps re-carpeted
- Partner with CCHP to have Library on Holiday Home Tour in December
- Visit both radio stations to promote library services, programming available and inform public of new materials.